

LANCASTER COUNTY CORRECTIONS ADMINISTRATOR

NATURE OF WORK

This is complex work with responsibility for the overall administrative and managerial direction of the Department of Correctional Services for Lancaster County. This is an unclassified position.

Work involves responsibility for development and implementation of modern and innovative programs for the delivery of correctional services to meet the needs of Lancaster County and the City of Lincoln. Work involves responsibility for directing the maintenance and repair of minimum and maximum security County-City jail facilities and recommending improvements as necessary. Work also involves the coordination of Lancaster County correctional activities with all elements of the criminal justice system and the general public. This position is expected to exercise critical independent judgment and initiative in directing development, implementation and regulatory accountability for the department. An employee in this class is expected to exercise considerable independent judgment within the framework of established policies and guidelines. Work is performed under the general supervision of the County Board of Commissioners with work being reviewed in the form of conferences, reports submitted, results achieved as well as the effectiveness and feasibility of program recommendations. Supervision is exercised over subordinate staff members.

EXAMPLES OF WORK PERFORMED

Plan, direct, study and research various correctional and rehabilitation programs; analyze data obtained and recommend correctional programs to meet the needs of Lancaster County and the City of Lincoln.

Establish department procedures and approve procedures for jail operations; insure department policies and procedures comply with federal, state, and state professional standards.

Oversee all facets of the local jail system to include intake, book-in and release, inmate classification, inmate programs and services, release functions, for a system with all levels of inmate custody levels.

Prepare recommendations pertaining to the continuing development, organization, and structure of the Department of Correctional Services.

Coordinate development of and oversee a comprehensive program of community based services directed to the deterrence of criminal conduct and recidivism, including but not limited to pre-trial services, community-based offender rehabilitation programs, and jail-based rehabilitation programs.

Direct the creation and submission of the departmental budget; monitors expenditures with respect to budgetary accountability.

Plan and schedule work of subordinate personnel assigned to program; prepare annual budget; formulate policies and procedures pertaining to the Department of Correctional Services.

Participate in policy development for the departmental administrative operations; insure interdivisional operations are consistent with corrections operations.

Perform short and long range planning with respect to department's fiscal, physical, staffing, and development needs.

Perform related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of correctional institution management practices including the care, custody and welfare of offenders.

Thorough knowledge of the principles and practices pertaining to administration and execution of the legal process relevant to correctional facilities and programs.

Thorough knowledge of state jail standards, regulations and federal law relating to jail facilities.

Ability to work with state and local laws and regulations pertaining to the operation of correctional and rehabilitation facilities.

Ability to plan, organize and supervise the work of subordinate staff members.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with governmental officials, law enforcement officials, co-workers, and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in a relevant social and behavioral science, public administration or related field supplement by a Masters degree in the appropriate field, plus considerable experience in correctional work including responsible experience in administering programs of minimum and maximum security facilities.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in a relevant social or behavioral science, public administration or related field plus related correctional work including responsible experience in administering programs of minimum and maximum security facilities; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Employees in this class must meet such physical, age and health requirements necessary for employment in a correctional facility as required by the State of Nebraska.

Approved by: _____
County Board Chair

Personnel Director

11/2005